

Legal Assistant**Working Title: Order Implementation Specialist**

The Bureau of TennCare is seeking to fill seven (7) Order Implementation Specialist positions in the TennCare Eligibility Appeals organization within the Division of Member Services. The Order Implementation Specialists will complete actions on appeal cases as defined by Final Order in administrative proceedings. These actions include terminating or extending coverage and drafting letters to Appellants.

Qualifications:

- Bachelor's Degree
- Ability to adapt to changing priorities and deadlines
- Ability to maintain accurate records
- Ability to exercise sound judgment
- Ability to foster and maintain cohesive working relationships
- Strong organizational skills necessary, including the ability to prioritize, multi-task and manage workload to meet specific timeframes and deadlines
- Excellent writing and communication skills required

Job Location:

Nashville, Tennessee

How to Apply: Qualified candidates should send their resumes along with a cover letter to The.RC@tn.gov by January 17th, 2015. Please reference the working title in the subject line.

The State of Tennessee is an Equal Opportunity Employer.